

Manual-6

A statement of the categories of documents that are held by it or under its control

Statements of Documents held

| <u>Sl. No.</u> | <u>Subject</u> |
|----------------|---|
| 1. | PDS Control Order 2001 |
| 2. | Guidelines of SGRY |
| 3. | Guidelines of Mid Day Meal |
| 4. | Booklet on TPDS |
| 5. | Report of High Level Committee on Long Term Food grain Policy |
| 6. | Model Tender Form for Disposal of surplus and non-issuable food grains |
| 7. | Records of discussion of all High Level Committee meetings of FCI |
| 8. | Data of Offtake under various schemes of GOI since 1994-95 prepared by Control Room, FCI, HQrs. |

P&IR Division

REPORT/RECORDS AVAILABLE IN OMISS SECTION OF P&IR DIVISION

| <u>Sl. No.</u> | <u>Subject</u> |
|----------------|--|
| 1. | BAJPAI COMMITTEE REPORT (1976) ON GODOWN NORMS |
| 2. | REPORT OF THE STAFF NORMS COMMITTEE FOR DISTRICT OFFICES (1978). |
| 3. | REPORT ON PERSONNEL MANAGEMENT POLICIES OF THE FOOD CORPORATION OF INDIA (1986). |
| 4. | REPORT OF STUDY ON ORGANISATIONAL SET-UP, SYSTEM & PROCEDURES, PERSONNEL POLICIES OF FOOD CORPORATION OF INDIA . |
| 5. | REPORT ON STAFFING NORMS IN FOOD CORPORATION OF INDIA (DEPOTS AND DISTRICTS - 2001). |
| 6. | FCI (STAFF) REGULATIONS, 1971. |

PROJECTS IMPLEMENTATION DIVISION

MASTER LIST OF DOCUMENTS OF EXTERNAL ORIGIN

| Sl. No | Name/Title of Document | Year of publication & revn. Details | Source | Distribution | Remarks |
|--------|------------------------------------|-------------------------------------|--------|--------------|------------|
| 1 | CPWD specification Vol.I&II | 2002 | CPWD | | Civil |
| 2 | DSR 2002 | 2002 | CPWD | | Civil |
| 3 | CPWD specification | 1994 | CPWD | | Electrical |
| 4 | DSR 1994(Internal Electrification) | 1994 | CPWD | | -do- |
| 5 | DSR 1994(External Electrification) | 1994 | CPWD | | -do- |
| 6 | PLINTH AREA RATES | 1986 & 1992 | CPWD | | Civil |

Account Division

STATEMENT OF DOCUMENT HELD

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| 1. | Circular files (outward/inwards) of the Division |
| 2. | Files of Part I & II accounts, SLS and various schedules of All Zonal Offices, Regions, IFS, PID and Headquarters. |
| 3. | Income Tax Return files. |
| 4. | SPEF A/c files. |
| 5. | IOG A/c files. |
| 6. | IOM A/c files |
| And various other correspondence files as required for smooth functioning of the Division. | |

CPF Division

STATEMENT OF DOCUMENT HELD

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| 1. | CPF STATEMENT OF CPF SUBSCRIPTIONS OF CAT.I OFFICERS |
| 2. | SCHEDULES OF CAT. OFFICERS |
| 3. | BALANCE SHEET OF FCI CPF TRUST |
| 4. | INVESTMENTS IN DEMAT FORMS |
| 5. | GPF SUBSCRIPTIONS LEDGERS |
| 6. | BROADSHEET OF GPF |